



Chair of Trustees

Job title: Chair of Trustees

Responsible to: Board of Trustees

Salary: Unpaid - reasonable expenses incurred while travelling to meetings can be claimed from the organisation

Level of commitment: Six-weekly board meetings and participating in a sub-committee and/or ad-hoc groups. The Chair is also expected to have regular meetings with the CEO and represent the charity at various events and meetings with stakeholders. Additional time will be required to prepare for board meetings and to lead on governance initiatives

NIDAS supports women and families with all aspects of domestic abuse with confidential support and a variety of bespoke services. NIDAS, located in Mansfield, helps women to stay safe, grow their self-esteem and go on to build happy, healthy relationships. We believe being free from abuse is only the start of the journey.

About the role:

The role of the Chair of Trustees is to give leadership to the board and to make sure the board fulfils its duties and responsibilities. Additionally, the Chair of Trustees works closely with the CEO to support her/him to achieve the aims of NIDAS, and, at times, represent NIDAS at functions, meetings and in the press, and broadcasting media.

Main duties:

In addition to the responsibilities of a trustee, the Chair of Trustees' duties are to:

- Provide leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of its charitable purposes in order to deliver the greatest public benefit.
- To ensure that the Annual Reports and accounts are produced at the end of each year for presentation to the Annual General Meeting and to ensure that they are forwarded to the Charity Commission within the appropriate time period.
- Chair and facilitate board meetings and the Annual General Meeting encouraging full participation by all attending.
- Establish sub-committees and working groups to address specific issues/tasks as deemed appropriate by the board, and to call upon specialist skills of his/her fellow Officers and Trustees in relation to those groups, and to participate in such groups as appropriate.

- Give direction to board policy making.
- Check that decisions taken at meetings are implemented.
- Represent the organisation at functions and meetings and act as a spokesperson when appropriate.
- Bring impartiality and objectivity to decision making.
- Liaise with the CEO to keep an overview of the organisation's affairs.
- Lead the process of supporting and appraising the performance of the CEO.
- Sit on senior appointment, and disciplinary panels.

The Chair of Trustees will also work with the CEO to:

- Plan and set the agenda for the Annual General meeting with the Secretary.
- Plan the annual cycle of board meetings and agendas for each meeting with the Secretary.
- Develop the board of trustees including induction, training, appraisal and succession planning.
- Address conflict within the board and within the organisation, and liaise with the CEO to achieve this.

Person specification:

In addition to the specification for a trustee, the Chair of Trustees requires the following qualities:

- Strong leadership skills
- Experience of chairing meetings and/or committee work
- Ability to balance tact and diplomacy with willingness to challenge and constructively criticise
- Excellent communication and interpersonal skills.
- Impartiality and fairness
- Good understanding of legal duties, responsibilities, and liabilities of trusteeship.
- Previous trusteeship

As an Equal Opportunities and Disability Confident Employer, the organisation welcomes applications from all suitably qualified candidates including those from Black, Asian and minority ethnic (BAME) groups and disabled candidates. As part of our LGBT + Allies Programme, we also welcome applications from members of the LGBT + community and encourage inclusivity in the workplace.

Apply

To find out more or to apply for the position, please contact leanne@nidas.org.uk.